



Write on Q

Day/Class: _____

Registration Date ____/____/____
(dd /mm /yy)

Student's First Name _____ Last Name _____ Date of Birth (dd/mm/yy) _____ Grade in Sept. 2019 _____

Street Address _____ City _____ Postal Code _____ Day School _____

Mother's First Name _____ Mother's Last Name _____ Mother's Cell Number _____ Mother's email _____

Father's First Name _____ Father's Last Name _____ Father's Cell Number _____ Father's email _____

Allergies/medical conditions: _____

Sibling's first name _____ Grade _____

Sibling's first name _____ Grade _____

How did you hear about Write on Q?

Google ____ Other search engine ____ Facebook ____ Word of mouth ____

Referred by someone: _____
(name)

Emergency Contact (In event neither parent cannot be reached)

Other: _____
(specify please)

First Name _____ Last Name _____ Relationship _____ Phone Number _____

Consent

I give permission for my child to be videotaped or photo-graphed for the purpose of Write on Q training or promotional material.

____ Yes or No ____

parent's initial

Class Registration and Payment

I have read and understood the registration policies found on the following page. I also acknowledge that my **registration deposit is non-refundable**.* Should I withdraw my child from Write on Q classes, only un-cashed cheques for future payments will be returned if the withdrawal notice is received at info@writeonq.ca two weeks prior to the next payment date.

*Registration deposit and payments will only be returned if the class is cancelled by Write on Q.

parent's signature

date

Mailing Address:

Write on Q Inc.
4216 Cawthra Road
Mississauga, Ontario
L4Z 1A1 (647) 766-5678

To register:

- Submit a completed registration form and cheques payable to Write on Q Inc.
- Complete a personal assessment and review of report card (new students only)

If you do not receive an email confirmation of registration within five business days, please contact us at info@writeonq.ca.



Write on Q

Policies and Procedures

1. Registration will be confirmed once Write on Q receives the following:
 - a. a registration form completed in full and signed by a parent
 - b. registration deposit and all post-dated payments for the academic year
 - c. a successful assessment and review of report card (for new students only)Write on Q will send a confirmation email to the parent within five business days. Please contact us if you do not receive a confirmation email.
2. Write on Q is a full-year program; however, if a student wishes to withdraw:
 - a. Post-dated cheques for future tuition payments will be returned if a parent notifies Write on Q in writing two weeks prior to the next payment date. No partial refunds of processed payments.
 - b. The registration deposit and past payments will not be refunded.
3. Write On Q reserves the right to cancel a class due to insufficient enrollment. The deposit and fees will be refunded in full in the event the class is cancelled.
4. A \$25 fee will be charged for any returned cheques. A replacement payment must be issued within a week of notification otherwise the student will not be able to attend class.
5. It is the parents' responsibility to accompany their child to and from the campus. Write On Q is not responsible for students who arrive early or leave after the instruction of class.
6. If a student is unable to attend their regular class:
 - a. It is the responsibility of the student or parent to collect any handouts or homework. Write On Q will not email handouts.
 - b. Students are permitted up to two make-up classes per academic year if there is another class of the same level and if space is available. Make-up classes will be scheduled on a "first come" basis. Parents should contact the Director as soon as possible to arrange a make-up class.
7. Write on Q avoids cancelling classes. However, if an event such as a severe storm forces us to cancel a class, Write on Q will notify parents by email and/or post a message on our Facebook page. We will also make every effort to offer an alternate class or adjust subsequent lessons, so student learning is not impacted.
8. Write On Q stores personal information in a secure location, and only designated individuals have access to it.
9. Write On Q will not share or sell your personal information to any organization.